

RECORD OF PERFORMANCE QUALIFICATIONS
GM

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING

GUNNER'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

GM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: GUNNER'S MATE	INIT	DATE
<p>A. SMALL ARMS AND MACHINE GUNS (.50 cal and below ONLY)</p> <p>4.01 Fire the standard small arms and machine guns in use in the Coast Guard with the exception of the Winchester model .375 HH magnum IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.02 Perform preventive maintenance on standard small arms and machine guns in use in the Coast Guard IAW OPNAVINST 4790.4 (series), TM9-1005-249-10, Remington field service manual, TM9-1005-224-10, SW361-AB-MMO-010, SWW370-AA-OPI-010, and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.03 Perform corrective actions for malfunctions and stoppages that occur when firing standard small arms and machine guns in use in the Coast Guard IAW Ordnance Manual, COMDTINST M8000.2 (series), Remington field service manual, TM9-1005-224-10, TM9-1005-213-10, TM9-1005-249-24&P, TM9-1005-317-23, SW361-AB-MMO-010, SW370-AA-OPI-010, SW370-AA-MMO-010, FM23-65, and FM23-67.</p> <p>4.04 Train personnel in small arms performance qualification standards (PQS) IAW Ordnance Manual, COMDTINST M8000.2 (series) and Cutter Training and Qualification Manual, COMDTINST 3502.4 (series).</p> <p>B. PYROTECHNICS AND AMMUNITION</p> <p>4.01 Handle ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW010-AB-GTP-010, SG420-AP-MMA-010, OP 1014, OP 2173, OP 3565 volume 1 and volume 2 Parts 1 & 2, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.02 Inspect ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, TW024-AA-ORD-010, SW050-AB-MMA-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.03 Stow ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP4, NAVSEA OP5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW020-AC-SAF-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>4.04 Activate all Coast Guard pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.</p> <p>5.01 Demonstrate the procedures for emergency disposal of ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, SW300-BC-SAF-010, NAVSEA OP 5, and NAVSEA OP 3347, OP 1014.</p> <p>5.02 Prepare disposition documentation for turn-in of unserviceable or damaged ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP P-724.</p> <p>C. MAGAZINES AND MAGAZINE SPRINKLER SYSTEMS</p> <p>4.01 Inspect magazines and/or ready service lockers IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, and OPNAVINST 4790.4 (series).</p> <p>4.02 Perform preventive maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).</p> <p>4.03 Perform preventive maintenance on magazine sprinkler alarm sensors and panels IAW OPNAVINST 4790.4 (series) and S9522-AA-HBK-010.</p> <p>5.01 Perform corrective maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).</p> <p>D. ELECTRICAL</p> <p>4.01 Maintain electrical and electronic components of installed weapon systems IAW OPNAVINST 4790.4 (series) and Maintenance Requirement Cards (MRCs).</p> <p>Intent: The member will demonstrate entry-level electrical and electronic skills, by safely performing (under supervision) maintenance on the weapon system.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>E. WEAPON SYSTEMS</p> <p>5.02 Conduct a prefire brief for Mk 38 Weapon System IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>INTENT: To include the system's operation, function, components, ammunition types and safe handling requirements.</p> <p>6.01 Evaluate alignment of installed weapon systems IAW SW225-CF- CSA 010, SW225-CG-CSA-010, SW225-AO-MMA-010/OP 762, SW314-AO - INS-A20, and SW360-AB-MMO-010.</p> <p>6.02 Conduct a prefire brief for installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>INTENT: To include the system's operation, function, components, ammunition types and safe handling requirements. The operation of the ammunition hoist and dregder hoist should also be briefed.</p> <p>6.03 Evaluate operational readiness of installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>Intent: Member will be required to use one of the following checklists:</p> <ul style="list-style-type: none"> a. Appropriate MLC b. CART <p>F. ORDNANCE ADMINISTRATION</p> <p>4.01 Maintain an ammunition inventory using master stock records, lot locator cards, and Retail Ordnance Logistics Management System (ROLMS) IAW Ordnance Manual, COMDTINST M8000.2 (series), TW024-AA-ORD-010, and NAVSUP P-724 (series).</p> <p>Intent: To include Ammunition Transaction Reports (ATRs), Notices of Ammunition Reclassification (NARs), Overhead Fire (OHF) Messages, and Ammo Info Notices (AINs).</p> <p>4.02 Prepare required logs, reports, and records IAW Ordnance Manual, COMDTINST M8000.2 (series) and Directives, Publications and Reports Index, COMDTNOTE 5600.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>4.03 Prepare documentation for all small arms and ordnance equipment transactions IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.04 Verify a R-865 IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.01 Prepare an ordnance repair parts requisition using CALMS, IPBs, and/or FEDLOG IAW Supply Policy and Procedures Manual, COMDTINST 4400.19 (series).</p> <p>5.02 Maintain ordnance publication IAW Ordnance Publications Index, COMDTINST M8000.3 (series).</p> <p>Intent: The member will ensure unit has appropriate publications by comparing equipment inventory to publications inventory. Member should be able to enter updates and changes when required.</p> <p>5.03 Prepare a weekly, quarterly, and cycle Planned Maintenance System (PMS) schedule IAW OPNAVINST 4790.4 (series).</p> <p>5.04 Prepare Ship's Maintenance Action Form, OPNAV 4790/2K IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.05 Prepare Ship's Configuration Change Form, OPNAV Form 4790/CK, IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.06 Develop an ammunition on/off load plan IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.07 Develop a firing plan IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.08 Prepare a Planned Maintenance System (PMS) Feedback Report (FBR) IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>5.09 Complete the following casualty reporting system reports IAW OPNAVINST NWP1-03.1 (series) and Casualty Reporting (CASREP) Procedures (MATERIEL), COMDTINST M3501.3 (series).</p> <ul style="list-style-type: none"> • Initial CASREP • Update CASREP • Correct CASREP • Cancellation CASREP <p>5.10 Submit An ordnance budget IAW Accounting Manual, COMDTINST 7300.4 (series).</p> <p>Intent: To include NAVORD.</p> <p>5.11 Complete an inventory of ordnance department Personal Property Account (PPA) items IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>6.01 Review ordnance department reports and forms IAW Ordnance Manual, COMDTINST M8000.2 (series), and Directives, Publications and Reports Index, COMDTNOTE 5600.</p> <p>6.02 Sub-Allocate Non-Combat Expenditure Allocation (NCEA) to units within current AOR IAW NAVSUP P-724 and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>7.01 Develop the Training, Testing, and Current Operational Requirements (TTCOR) IAW Cutter Training and Qualification Manual, COMDTINST 3502.4 (series), Requirements for WSAT and FORACS Sensor Test, COMDTINST 9408.1 (series), Ordnance Manual, COMDTINST M8000.2 (series), and NAVSUP P-724.</p> <p>G. ENVIRONMENTAL SAFETY FOR ORDNANCE</p> <p>5.01 Manage an ordnance HAZMAT storage and disposal program IAW The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series), Hazardous Waste Management Manual, COMDTINST M16478.1 (series), and 40 CFR part 260 [Military Munitions Rule (MMR)].</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p style="text-align: center;">GLOSSARY</p> <p>ACTIVATE: To turn on, or to energize.</p> <p>ANALYZE: Methodically identify and evaluate: chemicals, circuits and signals used in an electronics, mechanical interaction, hydraulic, or pneumatic systems to determine the characteristics and specifications of the equipment, system or chemical.</p> <p>APPLY: To use or assign to a specific purpose as relevant to the application.</p> <p>AUDIT: Physically sight and count a random selection of supplies or property and document the results.</p> <p>CALCULATE: Determine a value by mathematical methods, reasoning, or practical experience.</p> <p>COMPLETE: Follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>CONDUCT: To direct an action or evolution as the leader (supervisor).</p> <p>DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)</p> <p>DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.</p> <p>ENERGIZE: To apply voltage to.</p> <p>EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.</p> <p>FIRE: To discharge a firearm or weapon system.</p> <p>HANDLE: To move by hand; to perform a required function in regard to (~ the commodity, such as ammunition).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>IDENTIFY: 1. To define the elements, purpose, characteristics, and input and output signals of individual electronic circuits and determine their relation to each other and the system as a whole. 2. To define the purpose, characteristics of, chemical, mechanical, hydraulic, or pneumatic inter relationships to each other as a whole.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>INSTALL: Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.</p> <p>LOAD: Transfer a software program from storage media to computer memory or move material/liquid from one point to another using established procedures, standards, specifications, drawings, and directives.</p> <p>LOCATE: 1. To determine or indicate place, site, or limits of. 2. To set or establish in a particular spot 3. To Find</p> <p>MAINTAIN: 1. All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of, electronic equipment, mechanical equipment, hydraulic or pneumatic systems. (See maintenance philosophy considerations in next section.). 2. To keep up to date, logs, records and equipment maintenance (to keep up to operational standards). 3. The care and work put into property/equipment to keep it operating and productive; general repair and up keep.</p> <p>MANAGE: 1. To direct or carry on business or affairs: supervise, administer. 2. efficient handling or the action of controlling something (as a weapon).</p> <p>NEUTRALIZE: Deliver ordnance to an identified target until it is no longer a threat or to chemically treat an object to negate threat to environment.</p> <p>OBTAIN: To physically acquire an item from storage, including completion of any required inventory records.</p> <p>OPERATE: 1. To perform a function, or to produce an appropriate effect. 2. To cause to function.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>PLACE: To put in or install an item or component in the correct location</p> <p>PLAN: A detailed formulation of a program of action or to devise or project the realization or achievement of a task or program.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.).</p> <p>PROCURE: To purchase a required item through an authorized process.</p> <p>RECORD: To document required information in a record book, database, or other application for later retrieval and review.</p> <p>REPAIR: To return an electronic, mechanical, hydraulic, or pneumatic assembly to operational status by replacing components.</p> <p>REPORT: To gather data and provide information to higher authority in a defined format for an event.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p>STOW: To put away, store; to lock up for safekeeping.</p> <p>SUB-ALLOCATE: To transfer from your ammunition allocation to a subordinate unit.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TRACE: To physically identify and follow a conductor, conductor bundle (electron or light) or hydraulic/pneumatic line from one termination point to another.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>TRACK: To follow the course or progress of an item. (e.g. a target on a PPI or a project from submission of request to actual project completion.)</p> <p>TRAIN: Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.</p> <p>TROUBLESHOOT: To identify a failure at the lowest repairable level in a system or equipment following a logical process.</p> <p>UPDATE: Change existing information and records to accurately align them with correct or most recent data.</p> <p>VALIDATE: Determine if information contained in records or developed standards is accurate and applicable to current organization.</p> <p>VERIFY: To determine the accuracy of recorded information by comparing to physical evidence</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	